

**Purchasing Department  
Central Mail Services  
Specific Services Provided**

Specifically, CMS provides the following:

Mail/Courier Section

- Processes all incoming mail products from the US Postal Service (USPS) for county departments located in the City of San Bernardino.
- Administers the interoffice mail system.
- Provides special runs (City of San Bernardino only)
- USPS
  - International service (regular, airmail, and express)
  - Letter-size mail products (0 – 13 ounces)
    - Full rate postage – first-class
    - Presorted (discounted postage) – first-class
    - Prepaid postage (full rate) – for return mail only
  - Certified mail (letters, manila envelopes and parcels)
  - Registered mail (letters, manila envelopes and parcels)
    - International – out-of-country (each country varies on items shipped)
  - Expedited mail (next-day, 2<sup>nd</sup>-day, and priority) – letters, flats, or parcels
  - Flats (manila envelopes) and parcels:
    - First-class
    - Library mail
    - Package service (former 4<sup>th</sup> class)
- Maintains records and performs all tracer actions, if needed
- Correspondence distribution (per Standard Practice No. 04-02SP)
- Provide interoffice envelopes, USPS forms, rubber bands, and various containers for shipping purposes (FEDEX, USPS, and UPS) at no charge
- United Parcel Service (UPS)
  - Ground service – residential and commercial
    - COD
    - Delivery confirmation service
    - Insured shipments (automatically each item is insured for \$100)
    - Up to 150 lbs. per item
    - Call tag service
  - Next-day or 2<sup>nd</sup>-day air service
    - International service – air
- Maintains records and performs all tracer action, if needed
- Federal Express
  - Next-day or 2<sup>nd</sup>-day air service (Saturday delivery an additional cost)
  - International service – air
  - Insured shipments
  - Up to 150 lbs. per item
  - Residential and commercial delivery
- Maintains records and performs all tracer actions, if needed

Automated Mail Section

- Folding - single sheets into four different types of folds (half, letter, accordion, quarter) at the rate of 10,000 per hour.
- Labeling - using self-adhesive, continuous pin-feed, one-up labels at the rate of 10,000 per hour.
- Tabbings - using self-adhesive tabs (provided) which can be placed in center location or one at each end at the rate of 8,000 per hour.
- Inserting:
  - Intelligent: Computerized system which takes cut sheet paper, matches products, folds, and inserts up to six independent items into same envelope. In same process, seals envelope and applies postage. This system is used primarily for products that require “matching” of more than one product (i.e., matches pages of products to a particular person or company by the use of optical marks printed by computer in specific locations and format) at the approximate rate of 7,000 per hour.
  - Non-intelligent: These inserters are six station, non-intelligent (does not match) capable of inserting up to six independent items into one envelope. In the same process, seals the envelope and applies postage at the approximate rate of 7,000 per hour.
  - Permit imprinted mail: Processes both first-class and presort standard (former 3<sup>rd</sup> class) products using a permit imprint (not processed through a postage meter).